



OUTREACH NOTICE

R3, Gila National Forest Wilderness Ranger District Support Services Specialist, GS-0342-06/07

The Gila National Forest (Wilderness Ranger District), is currently seeking a permanent candidate for the following position: Support Services Specialist, GS-0342-06/07.

About this position:

This position is located at the **Wilderness Ranger District**, in **Mimbres**, New Mexico. To express interest in the position, please submit your completed attached "Outreach Response Notice" form to: **Rachelle Huddleston-Lorton**, at rhuddlestonlorton@fs.fed.us, no later than **April 19, 2016**.

Description of Duties:

Responsible for accomplishing a variety of support services, including but not limited to: procurement of administrative supplies and equipment, tracking budget expenses, personnel processing, printing and mail service, space management, records and correspondence management.

Position:

Reviews and edits budget requests to ensure conformance with organizational requirements. Validates budget-related transactions and resolves inconsistencies. Reviews project expenditures by ensuring allocations are not exceeded and surpluses are identified, appropriate staffs are alerted, and if necessary, recommends reprogramming in other areas.

Initiates and controls a variety of personnel processing activities, e.g., initiating electronic requests for personnel actions, annual performance ratings, local recruitment, and new employee orientation. Ensures staff maintains employee development folders for employees. Advises the supervisors of cyclical actions for which employees are about to become eligible. Prepares and monitors human resources-related reports for the office.

Keeps employees informed of human resources policy and regulatory changes, such as those related to leave, injury compensation, retirement, promotion, etc. Assists District/Forest staff in the use of Paycheck 8 and ensures that staff is kept current on HR policies, rules, and regulations regarding time and attendance, office closure, etc.

Responsible for purchasing or contracting for supplies, equipment, and services through open market purchase by blanket arrangement, cash, or field purchase order using a VISA credit card. Prepares documents to order goods, supplies and/or services for various unit operations. Responsible for selecting the correct and most cost efficient method and/or instrument to accomplish procurement action. Advises staff on availability of funds and impact pending procurement action will have on operating budget when significant.

Receives, reviews, analyzes, and controls incoming correspondence, including mail, cables, faxes, and routine and controlled documents. Reviews outgoing correspondence for procedural and grammatical accuracy, attachments, dates, signature, addresses, and destinations.

Reads and keeps informed on Forest Service procedures and policies in order to be aware of changes and new requirements affecting the work of the organization. Such procedures concern preparation and processing of correspondence, reports, and forms; hard-copy and electronic filing; mail procedures; using ETS2; and security procedures.

20% - Exercises the full range of supervisory duties for subordinate employees at various grade levels. Performs the overall work planning, establishes work schedules and priorities, and assigns and reviews work. Personally discusses with subordinates the progress of the work and problem areas as they arise. Recommends employee status changes, such as promotions, reassignments, and other personnel changes. Sets performance standards and evaluates performance. Identifies training needed by subordinates, and ensures that training opportunities are provided. Resolves complaints or minor grievances, and advises employees on matters related to less than adequate performance. Keeps employees informed of management policies and goals.

Actively supports the civil rights program in the unit and communicates this support to subordinates. Cooperates in developing and carrying out affirmative action efforts in the unit and those actions described in the Service-wide Affirmative Action Plan that have a bearing on the unit. Demonstrates and conveys to subordinates an understanding of and sensitivity to issues relating to civil rights within the unit.

Duty Station:

The Gila National Forest is headquartered in Silver City, New Mexico. Silver City and the surrounding communities of Bayard, Santa Clara, Tyrone and Hurley are located in Southwest New Mexico. The reporting location for this detail is the Wilderness RD office, in Mimbres, NM, a rural area approximately 35 miles from Silver City, on State Hwy 35. The elevation is 6,300 feet above sea level. Mimbres boasts four gentle seasons. The average annual temperature is approximately 54 degrees. The driest month of the year is May, while July is the wettest. The annual average precipitation is approximately 15 inches. The population of nearby Silver City is approximately 13,000, and Grant County is about 29,000.

Gila National Forest:

The Gila National Forest supports a diverse mammalian, bird, amphibian, reptile, and fish fauna. Important game species include Mule deer, Coues Whitetail deer, elk, Rocky Mountain Bighorn sheep, pronghorn, mountain lions, and black bear. Over 330 species of resident and breeding birds have been documented on the Forest. Historically, seventeen species of fish occurred in the three major basins on the Forest. Fourteen of these species are currently extant and three species have been extirpated. Fifteen of the seventeen species that historically occurred on the Forest are either federally listed as threatened or endangered, or are considered regionally sensitive.

The Forest boasts a rich history of the Mogollon and Apache Indians, Spaniards, Mexicans, ranchers, prospectors and miners, including Apache Chief's Mangas Coloradas, Geronimo, and Victorio. Aldo Leopold (conservationist/ecologist, and author of the Sand County Almanac), and Ben Lilly (renowned lion hunter), are but a few of the personalities from the past that have left their mark in the Gila.

Another unique beauty of the Gila National Forest is its wilderness. The Gila, Aldo Leopold, and Blue Range wildernesses offer unparalleled hiking and horseback riding. The 558,065-acre Gila wilderness, created in June 1924, at the urging of the great conservation pioneer Aldo Leopold, was the world's first designated wilderness. The wilderness areas on the Gila comprise a vast, roadless realm astride the Black, Mogollon, Diablo, and Blue mountain ranges. The mountain ranges vary from the grassland foothills, upward through juniper woodland, ponderosa pine, and then spruce-fir forests on the high peaks. Mountain meadows, aspen glades, and spruce forests border on narrow, rock-walled canyons which in some places plunge to depths of more than a thousand feet.

The San Francisco, Gila, and Mimbres rivers, the Catwalk, Pueblo Park campground, Gila Cliff Dwellings, Mogollon Baldy, Castle Rock, Eagle Peak Mountain, Emory Pass, and the Burro Mountains, are among the many islands of beauty on the Gila. Other areas of interest include: Cooney's Tomb, El Caso Lookout Tower, Beaverhead, Reed's Peak, Frisco Box hot springs, and Cherry Creek. More information can be found at www.fs.usda.gov/gila/.

Wilderness Ranger District:

The Wilderness Ranger District encompasses 700,000 acres of rugged mountains and steep canyons in the Gila National Forest. The diverse landscape ranges from approximately 4,500 feet to 11,000 feet, and hosts a broad variety of ecosystems from grasslands to forests. We manage for multiple and sustained uses, such as recreation (fishing, camping, hiking, hunting, photography, etc), grazing, protecting watersheds, and providing various forest products. We also manage many threatened and endangered species such as the Gila trout and Mexican Gray wolf. With so many needs and such a varied landscape, we need a diverse group of employees to help manage this environmentally important area.

The Wilderness District office is located in Mimbres, NM, about 35 miles Northeast of Silver City. Mimbres is a small ranching community with a few shops, restaurants, and churches. There is a local clinic, and elementary school within the Mimbres valley. The Mimbres valley is renowned for the exquisitely painted pottery created by the Mimbreno Indians, part of the Mogollon Culture, between 1000 to 1250 AD.

Outreach Notice
Support Services Specialist, GS-0342-06/07
Gila National Forest
Wilderness Ranger District, Mimbres, NM
USDA Forest Service, Southwestern Region

If you are interested in this opportunity and plan on applying for this vacancy, Please return your completed response form electronically to: rhuddlestonlorton@fs.fed.us, no later than, **April 19, 2016**.

Name: _____ Email: _____

Mailing Address: _____

Phone Number: _____

If Current Federal Employee, Agency Employed With: _____ USFS, _____ BLM, _____ OTHER _____

If Current Federal Employee, Type of Appointment: _____ Perm _____ Temp _____ Term
_____ VRA _____ PWD _____ Other

Current FS Employee, Region/Forest/District: _____

Current Series and Grade: _____

Current Position Title: _____

Please briefly describe your qualifications/interest for this position:

If you are not a current permanent (career or career conditional) employee, indicate if you are eligible to be hired under any of the following special authorities:

- _____ Person with Disabilities
- _____ Veterans Recruitment Act
- _____ Disabled Veterans with 30% Compensable Disability
- _____ Veterans Employment Opportunities Act of 1998
- _____ Former Peace Corps Volunteer
- _____ Pathways Program
- _____ Other _____

How did you learn of this vacancy? _____

Thank you for your interest and response!